

ITEMS REQUIRED FOR SUBMITTAL:

This completed, notarized application form must be accompanied by the following maps:

1. PARENT TRACT MAP: A letter-sized or legal-sized [8½"x 11"] or [8½"x 14"] boundary survey drawing of the parent property prior to subdivision indicating any easements, existing structures, wetlands, FEMA flood-zones, fences or other improvements to be retained in the Planning Department files.
2. AN OVERALL SUBDIVISION MAP: A letter- or legal-sized [8½"x 11"] or [8½"x 14"] scaled drawing showing the following information:
 - a. Title Block indicating the subdivision name (examples: "Lot Split for John Doe", "Family Subdivision for Sam Smith", "Gardner Minor Subdivision"), and the Section, Township, & Range and Tax Parcel ID# of the subject parent parcel; and
 - b. North arrow, scale, street names; and
 - c. The entire subject property to be subdivided indicating the location and configuration of the proposed subdivision lots; with a lot number and acreage; and
 - d. The approximate perimeter dimensions of each lot to the nearest ten feet (10').

New individual deeds shall be prepared and recorded in the Public Records of Jefferson County, Florida, in the Office of the Clerk of Courts for all parcels created by this subdivision approval, including any "remainder" parcel. All new deeds shall include an "Exhibit "A", a scaled map of the parcel prepared and signed/sealed/dated by a Florida Registered Land Surveyor (RLS) and also signed by the Planning Official or his designee as approved by the Planning Department prior to recording in the Public Records.

The "Exhibit A" shall be a letter-sized [8½"x 11"] or legal-sized [8½"x 14"] map of the new lot as a drawing of the boundary survey, including the legal description (on a separate sheet if necessary) and depicting any easements, existing structures, wetlands, wetlands setbacks, FEMA flood-zones, and building setback lines. Many minor subdivisions or lot splits are for the sale of one or more small parcels being cut out of larger tracts of land. In recognition of expenses incurred in obtaining boundary surveys, the Planning Official may allow that when the remainder tract is either very large or has an extensive boundary that would require an inordinate amount of expensive surveying, the new deed for the parent tract as a "remainder parcel" may be written as a "less and except" deed based on the original deed.

FAMILY SUBDIVISIONS:

IMPORTANT NOTE REGARDING ELIGIBILITY: The parcel to be subdivided must have been in existence in its present configuration (shape and size in acreage) prior to December 13, 1990. Parcels created after that date may not be subdivided in a manner that exceeds the maximum density allowed by the existing land use designation.

A Family Subdivision Map shall show lot numbers for each individual lot with the name of the family member who is to become the owner. If the applicant is to retain a parcel, it can be identified by the owner's name or labeled "Parent Tract". The deeds for each lot in a Family Subdivision should reflect the name of the family member who will become owner of the individual lot, whether the parcel is to be transferred to the individual immediately as the grantee, placed in a trust named as grantee, or indicated as a partial owner along with the grantor(s) until such time as the parcel is subsequently transferred to the heir or the recipient family member becomes the surviving owner.

SUBMITTAL PROCEDURE:

1. The applicant/owner submits this completed application form with a map of the parcel to be subdivided and a copy of the deed as indicated above along with all of the completed new deeds to the Planning Department.
2. Upon review of all documentation and verification everything is complete and in order and the fee has been paid, the Planning Official will sign, date, and list any conditions of approval on the Approval Block of the application form.
3. A copy of the Family Subdivision Map shall be attached to each new deed after the Planning Official has signed and dated the map to indicate Planning Department approval. The new deed and signed map shall then be recorded in the Public Records of Jefferson County.
4. The applicant shall provide certified copies of the recorded deeds to the Planning Department. ***Failure to provide certified copies of the recorded deeds may result in delays for the new owners in obtaining any type of future building or development permit.***

NOTE: Maps prepared for the purpose of Planning Department approval of all proposed subdivisions may be submitted as "sketches" made prior to surveying individual lots, with the approximate lot dimensions indicated without showing bearings, and the distances may be estimated to the nearest 5-10 feet. The proposed acreage for each parcel shall be indicated.

Example of a PROPOSED LOT SPLIT or FAMILY SUBDIVISION or MINOR REPLAT MAP

NOTE: Boundary Adjustments will require two maps ("Before" & "After") for the application as well as new individual lot maps reflecting the change in configuration for each of the new deeds.

Size can be Letter- (8 1/2"x11") or Legal-size (8 1/2"x14") paper

**PROPOSED SUBDIVISION
LOCATED IN SECTION X
TOWNSHIP X SOUTH, RANGE X EAST
JEFFERSON COUNTY, FLORIDA**

APPROVED BY: _____
PLANNING OFFICIAL

DATE: _____

CONDITIONS: _____

This is an example of a "sketch" showing the graphical information required to depict the proposed subdivision configuration for the site. This signed and dated sheet must be recorded by the County Clerk with a copy returned to the Planning Department.

SURVEYOR NAME _____ Date _____
Florida Licensed Surveyor and Mapper L.S. #XXXX

Not valid without signature and the original raised seal of a Florida licensed surveyor and mapper

<p>SURVEY COMPANY NAME CERTIFICATE OF AUTHORIZATION NUMBER LB XXXX XXX S. MAIN STREET THAT CITY, FLORIDA XZIPX</p>	<p>XXX. XX. 200X DATE XX-XXX-XX JOB NO.</p>
<p>PHONE: (XXX) XXX-XXXX FAX: (XXX) XXX-XXXX</p>	